



Australian Government

Assessment Requirements for BSBCNV613 Prepare legal documents for a conveyancing transaction

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare legal documents for conveyancing transactions that comply with legislative requirements and client requirements on at least four occasions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- principles and laws applicable to drafting legal documents for conveyancing transactions
- definitions of conflict of interest within legislation and the industry
- current legislative, regulatory and industry practices, procedures and services
- common legal terms
- common professional and conveyancing industry terminology
- common words or terms relevant to drafting legal documents for conveyancing transactions
- contracts and other legal documents relevant to conveyancing transactions
- transactions for personal, business or real estate conveyancing
- policies, procedures and business requirements of relevant practice
- key rules and procedures for:
 - use of precedents, templates and statutory forms
 - construction and interpretation of documents.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- a variety of legal documents to support a transaction.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>